

MEMORANDUM

To: Board of Ethics
From: Jennifer Land
RE: Waiver Guidelines for Campaign Finance
Date: August 15, 2014

The proposed procedure for handling waiver requests would entail the staff recommending a waiver or suspension of all or a portion of the late fees assessed based on the following¹:

1. Medical hardship;
2. Financial hardship; or
3. Level of activity during the reporting period

STEP 1. The filer has filed the required report(s).

STEP 2. If the candidate or his report preparer demonstrates with documentation a serious medical condition or death in the filer's or report preparer's immediate family, staff may recommend that the late fee be waived. If the serious medical condition or death occurred within 7 days prior to the date the report was due, staff will rescind the late fee based on the Board's Rules in Section 1205B.²

STEP 3. If the filer demonstrates, with documentation, financial hardship the staff may recommend suspension of all or part of the late fee.

STEP 4. If the filer had no activity or listed less than \$1,000 of expenditures and contributions on the late report then the staff will determine the level of office sought and make a recommendation based on the schedule below:

1. Suspend all but \$100 for candidates for "Any Other" office.
2. Suspend all but \$200 for candidates for "District" office.
3. Suspend all but \$300 for candidates for "Major" office.
4. Suspend all but \$500 for PACs.

¹ All recommendations to suspend will be based on future compliance and payment in 30 days.

² Rule 1205B provides that staff may rescind a late fee where the candidate shows evidence that he, his report preparer, or an immediate family member of the candidate or his report preparer was seriously ill or died at least 7 days prior to the date the report was due.